# Savoy Educational Trust - Application Form

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| NAME OF ORGANISATION |  |

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| Main contact Name and Position |  |

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| Address |  |

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| Telephone |  | **E-Mail** |  |

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| **Please state the legal entity of your organisation** |  |

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| **If the organisation is a registered charity, give registration number** |  |

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| **How many years has your organisation been in existence** |  |

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| **Main purpose of organisation/Background information - please keep to a maximum of 150 words** |  |

#### THE PROJECT

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| BRIEFLY DESCRIBE THE PROJECT FOR WHICH FUNDING IS REQUIRED – keep to a maximum of 250 words |
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| **Describe the need for the project (give 3 key points). Refer to any research findings or other material that provides evidence for the need – keep to a maximum of 250 words** |
| **1.**  **2.**  **3.** |

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| **Are you aware of a similar project operating anywhere else? YES/NO If yes, how do you propose to link with that project** |
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| **What are the objectives of your project (maximum 3. If more than 3, select the most important) – keep to a maximum of 250 words** |
| **1.**  2.  3. |

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| **What is the relevance of this project for the hospitality industry?** |
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| **What does your organisation do to ensure that your teaching personnel keep up to date and have the relevant skills and knowledge required?** |
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| **If your project is designed to benefit specific individuals, how will they be selected and what criteria will be used?** |
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THE COSTS

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| WHAT IS THE TOTAL COST OF THE PROPOSED PROJECT | **£** |

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| **How much funding is already in place** | **£** |

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| **HOW MUCH FUNDING ARE YOU SEEKING FROM THE TRUST** | **£** |

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| **Amount of any deficit** | **£** |

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| **Give a brief breakdown of the project costs and from where the funds will be sourced to cover these costs** | | | |
| **Item** | **Amount** | **Date Needed** | **Source of Funding** |
| **Employment Costs**  **Equipment - *If applying for funds for equipment, please state whether or not you are able to reclaim VAT*.**  **Maintenance**  **Materials**  **Travel**  **Evaluation**  **Dissemination**  **Office Costs**  **Printing/Stationery**  **Telephone**  **Central Services (utilities, etc)** |  |  |  |

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| **How do you propose to make up any funding deficit? (Provide details of any other funding applications in process and the date on which a decision is likely)** |
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| **Why is it important for your organisation to receive this funding?** |
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| **If applying for equipment have your undergone a tender process for this project?** |
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| **When selecting the equipment you wish to purchase did you consider any of the following factors: reduce carbon footprint, environmentally friendly and energy efficient, futureproofed and sustainable ?** |
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| **If you do not receive the Trust’s financial backing, will you still go ahead with the project? Yes/No**  **If yes, how?** |
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| **If your organisation has previously applied for funding to the Trust please state when, what for and whether the application was successful or not** |
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| **Is this project linked to, or follow on, from that earlier one? YES/NO If yes, state how?** |
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***PROJECT PLANNING***

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| **Provide details of any Partners to be involved in the project and the role they will be playing** |
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| **When will the project START** |  | **END** |  |

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| **Detail the measurable outcomes relating to each objective stating the date by which they will be achieved** | |
| **Outcome** | **By When** |

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| **How will you evaluate the success of your project and what evidence do you propose to provide to the Trust?** |
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| **Where will the results of your project be available (i.e. website, social media, publication, other media etc.)** |
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| **Looking at the Trust’s Charter which of the 6 point(s) does your application meet?** |
| **Objective Number(s) *(tick)* 1🞐 2 🞐 3🞐 4🞐 5🞐** |

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| **Where did you hear about the Savoy Educational Trust?** |
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# **STATEMENT By signing this application on behalf of the organisation the undersigned is agreeing to the terms and conditions of grant awards as set out below and overleaf. They are also confirming that to the best of their knowledge the information referred to in this application is correct and at the time of applying the organisation is financially sound. Please append the latest approved financial records (eg audited accounts) for your organisation.**

**Note: Your application cannot be assessed until all the questions on this form have been completed; the form is signed, dated and all required accompanying documentation has been received.**

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| **YES** |  |

**Please mark this box to confirm your organisation has the appropriate Safeguarding Policy**

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| **YES** |  |

**Please mark this box to confirm that Disclosure and Barring Checks (PVG checks in Scotland) are carried out on all staff and volunteers working with children, young people and vulnerable adults**

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| **SIGNED** |  |

***Please ensure that this application is signed by the Principal (or equivalent)***

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| --- | --- |
| **NAME** |  |

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| **POSITION** |  |

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| --- | --- |
| **DATE** |  |

An electronic **and** hard copy of your application should be sent by the deadline to:

Margaret Georgiou

Savoy Educational Trust

Office 5.23

60 Cannon Street

London EC4N 6NP

Email: [info@savoyeducationaltrust.org.uk](mailto:info@savoyeducationaltrust.org.uk)

Please note: Your application will only be formally acknowledged once we have received the hard copy.

**TERMS AND CONDITIONS OF GRANT AWARD**

1. Grants will be paid by cheque once the grant has been approved. If the award covers more than one year then the payment of future grant tranches will be contingent upon receipt of a satisfactory evaluation report.

2. Your organisation should start to spend the grant within six months of it being paid. If your project has not commenced within six months of the date of our grant offer letter you should inform us immediately. Depending upon the circumstances we will notify you as to whether the Trust will require the grant to be returned.

3. Your grant can only be used for the project(s) for which it is given and should not be used for any other purpose without the written consent of the Trustees.

4. You should take reasonable care to ensure that the project is conducted in a proper manner and in accordance with applicable laws and relevant guidance. By providing a grant the Trust is not accepting any responsibility for the project.

5. In submitting this form, you are also confirming that you have the written agreement and permission of any individuals identified in your application to pass their personal information to The Savoy Educational Trust, who will hold and process the personal data in accordance with all current data protection legislation. We will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded, related administration or research purposes. Data may be retained for up to 6 years after which time it will be destroyed in accordance with our data retention policies. We wish to take good care of personal data and only process personal data necessary for our purposes.

6. When applicable, we encourage applicants to mention the Trust’s support of the project in appropriate terms in publications, websites, events and other publicity. We would draw your attention to the fact that both the logo and the wording ‘The Savoy Educational Trust’ are registered trade marks. Should you wish to use the logo and wording ‘The Savoy Educational Trust’ on any such material, there are certain protocols you must follow. For further details please contact us at [info@savoyeducationaltrust.org.uk](mailto:info@savoyeducationaltrust.org.uk)

7. We may wish to use some of the photographic images in our publicity material. Could you please therefore complete an Image Consent Form, sign it and post it to us, together with electronic copies of your images.

8. An evaluation form should be sent to the Trust’s office within six months of the end of the project or when the funds have been used. Please use the Trust’s evaluation form which can be downloaded from the website.

9. The Trustees reserve the right to ask for the whole of a grant or any unspent balance to be returned.

***SAVOY EDUCATIONAL TRUST*** *–* ***INFORMATION TO HELP YOU COMPLETE THE APPLICATON FORM***

The following headings are given as guidance. Your initial outline proposal will have contained some of the information, and you are now requested to complete the application form submitting more details.

**Main purpose of your organisation/Background Information**

Description of your organisation, together with the role of your area of work within the organisation giving both some historical background and some indication of future aims.

The Project

Give a succinct summary that clearly describes the project on which the Trust’s funds will be spent. Provide details of any research than can provide evidence of need, or details of future events that you feel will have an impact.

# **Financial Details and Reason for Funding**

Provide a detailed financial breakdown of all income and expenditure that relates to the project. State the reasons for your needing this money. **Please append the latest approved financial records (eg audited accounts) for your organisation.**

**Project Planning and Collaboration with other organisations and/or employers**

Give details of how you propose to progress the project. Include any research or pilot phase. Detail how you propose to source any project partners and the role they will be playing, how you will develop teaching materials, etc. If you intend to continue this project beyond the period covered by the Trust's Funding, how will you ensure there are sufficient funds.

**Objectives: Outputs and Outcomes**

State all objective(s) each of which should be concise and capable of measurement. An output is a quantitative measure and an outcome a qualitative measure. Objectives do not need to have both outputs and outcomes. How and with what frequency do you intend to monitor progress and who will be responsible.

**Evaluation and Dissemination**

Give details of how you propose to evaluate the success of the project as a whole by providing an evaluation framework. Who will undertake the evaluation. How do you propose to feed back the outcomes both to the Trust and to a wider audience. What time scale will be used.



*CHARTER FOR THE SAVOY EDUCATIONAL TRUST*

The core purpose of the Trust is the advancement and development of education and learning within the hospitality industry. The Trust aims to adopt good practice at all times and invest in worthwhile projects that have other well-known and respected partners.

The Trust can do this in a number of ways by:-

1. Establishing and maintaining contacts with schools, colleges, universities and other providers of recognised qualifications for those studying for careers in the hospitality industry.
2. Promoting and providing scholarships to help develop and enhance education, training and continual professional development.

3. Recognising and rewarding the achievement of specific skills by supporting the leading industry competitions with educational scholarships/prizes.

4. Encouraging and sponsoring further learning opportunities relevant to the industry by all modern

forms of technology and communication.

5. Working closely with a network of key people on current matters affecting education, training and issues such as skills development, recruitment and retention.